Policy Committee Meeting  
Tuesday, November 19, 2019 || 4:00 PM  
MacArthur High School || Main Office Conference Room

**Members Present:** Todd Covault; Superintendent Paul Fregeau; Beth Creighton; and Andrew Taylor

**Members Absent:** None

The meeting was called to order at 2:00 PM. There was no public participation. The minutes from the October 1, 2019 meeting were approved by consensus.

**October 2019 PRESS Release**
- PRESS release has 58 policies with recommended updates
  - Some updates are footnote only
- Plan of action: Separate the policies in three (3) groups
  - Group 1 – Policies with minor changes; likely could be approved in a first read on consent agenda
  - Group 2 – Policies from Sections 2 (School Board), 4 (Operations), and 5 (Personnel)
    - Policies will probably be taken to the Board as a first read in December and approval in January
    - Group 1 and Group 2 will be discussed at committee meeting today
  - Group 3 – Policies from Section 6 (Instruction), 7 (Operations), and 5 (Personnel)
    - First reading in January

**Discussion of Group #1 Policies**

Unless otherwise noted, the following policies will be presented on the consent agenda in December:

- **2:70** – School Board – Vacancies on the School Board – Filling Vacancies
  - Law changed to provide 60 days instead of 45 for filling a member vacancy
- **2:220** – School Board – School Board Meeting Procedure
  - Question footnote #3 – Does what we do now qualify?
    - Review with Counsel
  - Question – footnote #31
    - Review with Counsel
- **2:250** – School Board – Access to District Public Records
  - PRESS recommends Superintendent as FOIA officer. District recognizes Board Secretary as FOIA Officer.
  - No changes – will not appear on consent agenda
- **3:50** – General School Administration – Administration Personnel Other Than the Superintendent
  - No changes being made – will not appear on consent agenda
- **4:40** – Operational Services – Incurring Debt
  - No changes being made – will not appear on consent agenda
- **5:100** – General Personnel – Staff Development Program
  - Question about 5 (b) footnote
    - Human Resources Department reviewing
- **5:125** – General Personnel – Personal Technology and Social Media; Usage and Conduct
- **5:200** – General Personnel – Terms and Conditions of Employment and Dismissal
- **5:220** – General Personnel – Substitute Teachers
- **5:250** – General Personnel – Leaves of Absence
• 6:20 – Instruction – School Year Calendar and Day
• 7:180 – Students – Preventing Bullying, Intimidation, and Harassment
  o Updates:
    ▪ Nondiscrimination Coordinator – change Lawrence Trimble to Deanne Hillman
    ▪ Complaint Manager – Change Bobbi Williams to Jeff Dase
• 7:200 – Students – Suspension Procedures
• 7:290 – Students – Suicide and Depression Awareness and Prevention
• 7:340 – Students – Student Records

Discussion of Group 2 Policies
Unless otherwise noted, the following policies will be presented as a first time reading in December:
• 2:20 – School Board – Powers and Duties of the School Board; Indemnification
• 2:100 – School Board – Board Member Conflict of Interest
• 2:105 – School Board – Ethics and Gift Ban
  o Policy speaks to Board members to having to take specific training
• 2:110 – School Board – Qualifications, Terms, and Duties of Board Officers
  o Share update to #11 with Board President
• 2:200 – School Board – Types of Board of Education Meetings
• 2:260 – School Board – Uniform Grievance Procedure
  o Update Complaint Managers to be consistent with other policies
• 4:15 – Operational Services – Identity Protection
• 4:30 – Operational Services – Revenue and Investments
• 4:60 – Operational Services – Purchases and Contracts
  o Purchasing Director needs to be updated to Purchasing Coordinator
  o 8 (b)
    ▪ Suggestion to remove “new”
  o Policy okay for first read
• 4:80 – Operational Services – Accounting and Audits
  o Updates recommended:
    ▪ Capitalization Threshold – recommended to keep at $2,500
    ▪ Remove Language – Workers Compensation Reserves
    ▪ Add Grade 7 – 8 petty cash = $3,500
• 4:150 – Operational Services – Facility Management and Building Programs
  o Review with Buildings and Grounds
• 4:190 – Operational Services – Targeted School Violence Prevention Programs
  o Hold on implementation of this optional policy at this time
  o Procedure needs to be implemented by December 6, 2019
    ▪ District currently has procedures in place
  o Review with Counsel
• 5:10 – General Personnel – Equal Employment Opportunity and Minority Recruitment
  o Update Nondiscrimination Coordinator section to be consistent with other policies
  o Move policy to December consent agenda
• 5:20 – General Personnel – Workplace Harassment Prohibited
  o Update Nondiscrimination Coordinator section to be consistent with other policies
• 5:30 – General Personnel – Hiring Process and Criteria
• 5:50 – General Personnel – Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
  o Policy needs full Board discussion
  o Share policy along with policy 5:52 with Board in Weekly Update
• 5:90 – General Personnel – Abuse and Neglected Child Reporting
  o Substantial change to timeline from footnote #2 under ANCRA and Erin’s law
• 5:120 – General Personnel – Employee Ethics; Conduct; and Conflict of Interest
• 5:260 – General Personnel – Student Teachers
• 5:290 – General Personnel – Employment Termination and Suspensions
• 5:330 – General Personnel – Sick Days, Vacation, Holidays, and Leaves

Discussion – Policy 8:30 – Community Relations – Visitors to and Conduct on School Property
• Questions regarding a parent appealing to the Board
  o Consideration between Board Hearing or Hearing Officer
• Obtain additional guidance from counsel

Other Discussion
• Discussion regarding reoccurring rentals
• Discussion regarding Certificates of Insurance for rentals
• Discussion about students arriving to school late and being charged for half day absence

Meeting adjourned at 3:45PM